

# ARUN DISTRICT COUNCIL

## REPORT TO AND DECISION OF HOUSING AND WELLBEING COMMITTEE ON 21 JULY 2022

### REPORT

**SUBJECT: AWARD OF A COMMUNITY ADVICE AND SUPPORT CONTRACT**

**REPORT AUTHOR:** Robin Wickham, Group Head of Wellbeing and Communities

**DATE:** June 2022

**EXTN:** 37835

**AREA:** Community Wellbeing, Services Directorate

**EXECUTIVE SUMMARY:** The Housing and Wellbeing Committee resolved on 22 July 2022 to procure a countywide Community Advice and Support Contract with West Sussex County Council and the West Sussex District and Borough Council's. The contract has been tendered and this paper seeks authority to enter the new Community Advice and Support contract.

### RECOMMENDATIONS:

The Housing and Wellbeing Services Committee

1. Agree that the Group Head of Wellbeing and Communities and the Council's Section 151 Officer enter into a contract, together with West Sussex County Council and the other West Sussex District and Borough Councils, for the provision of a Community Advice and Support contract for up to seven years following the completion of a procurement exercise for this service.

### 1. BACKGROUND:

- 1.1 The Housing and Wellbeing Committee resolved on 22 July 2021 that Arun District Council with West Sussex County Council and the other West Sussex District and Borough Councils would collectively procure a Community Advice and Support contract by open tender for the provision of an independent and comprehensive advice and support service for up to seven years.
- 1.2 The Committee also resolved to provide a funding contribution of £120,550 uplifted annually in line with the consumer price index calculated on the anniversary of the agreement, subject to satisfactory service reviews in line with Arun's Priorities and the availability of Arun District Council funding.
- 1.3 The original tender schedule required the submission of tenders on 1 February 2022 for the contract to commence on 1 April 2022. In undertaking preliminary

<p>work prior to publishing the opportunity, feedback from voluntary and community sector organisations indicated the sector was stretched by high winter workloads and large number of staff and volunteers were absent or isolating with COVID.</p>		
<p>1.4 To maximise the opportunity for organisations to submit good quality bids and be well placed to mobilise a new county-wide contract partners agreed to put back the procurement process by three months. The schedule was subsequently revised and the contract commencement date reset to 1 September 2022.</p>		
<p>1.5 Several organisations expressed an interest in tendering for the contract with two submitting a bid. The evaluation team was led by West Sussex County Council with representatives from the District and Borough Councils.</p>		
<p>1.6 The contract has been tendered in accordance with public procurement rules. The Committee is recommended to authorise Group Head of Wellbeing and Communities and the Council's Section 151 Officer to approve the outcome of the tender process and to enter into a contract with the successful organisation.</p>		
<p><b>2. PROPOSAL(S):</b></p> <p>1. That on completion of the tender process to procure a service provider to deliver Community Advice and Support, Arun District Council with West Sussex County Council and the other West Sussex District and Borough Councils enter into a contract with the successful tenderer for up to seven years from 1 September 2022.</p>		
<p><b>3. OPTIONS:</b></p> <p>The Housing and Wellbeing Committee agreed to procure an information and advice service by open tender with West Sussex County Council and the other West Sussex District and Borough Councils. There would need to be significant objections not to follow this course of action.</p>		
<p><b>4. CONSULTATION:</b></p>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial	✓	
Legal	✓	

Human Rights/Equality Impact Assessment	✓	
<b>Community Safety including Section 17 of Crime &amp; Disorder Act</b>		✓
Sustainability		✓
Asset Management/Property/Land	✓	
Technology		✓
Other (please explain)		✓
<p><b>6. IMPLICATIONS:</b></p> <p><b>Financial and Legal:</b></p> <p>Contractual agreement which requires a financial commitment. The approved budget includes a sum of £120,550 per annum, uplifted annually in line with the consumer price index calculated on the anniversary of the agreement, subject to satisfactory service reviews in line with Arun's Priorities and the availability of Arun District Council funding.</p> <p><b>Asset Management:</b></p> <p>The incumbent organisation utilises buildings owned by Arun District Council.</p> <p><b>Human Rights:</b></p> <p>Access to impartial advice services</p>		
<p><b>7. REASON FOR THE DECISION:</b></p> <p>To provide an independent and comprehensive advice service for the community.</p>		
<p><b>8. BACKGROUND PAPERS:</b></p> <p>Report to and decision of the Housing and Wellbeing Service Committee on 22 July 2021</p>		